## CITY OF MIAMI BEACH COMMISSION ITEM SUMMARY



#### Condensed Title:

Request for Approval to Award Contracts as Follows; 1) Advanced Data Solutions, Inc., for the Conversion of Microfilming Documents to Imaging; 2) International Data Depository Inc., for the Conversion of Folio Cards and all Other Documents to Imaging; and 3) Applied Digital Programming Technologies Inc., for The Microfilming Of Building Plans, Pursuant To Invitation to Bid No. 20-02/03, Citywide Microfilming and Imaging Services For Various Departments in the City Of Miami Beach and the Building Department for an estimated Initial Annual Amount Of \$65,000.

#### Issue:

Shall the City Commission approve the award of Contracts to Advanced Data Solutions Inc., International Data Depository Inc., and Applied Digital Programming Technologies Inc.?

### Item Summary/Recommendation:

The purpose of Invitation to Bid No. 20-02/03 (the "Bid") is to establish contracts with qualified, responsible vendors to provide microfilming and imaging services to the City to include but not limited to pick-up and delivery of documents to be microfilmed and imaged. The term of contract shall be for two (2) years from the time of award by the Mayor and City Commission, with an option to renew for an additional two (2) one year periods if mutually agreed upon. The City of Miami Beach is opting not to award a contract to LASON System Inc. as a result of lack of responsiveness and responsibility to the Building Department in the year 2001.

The Administration Recommends approving the contracts awards.

| <b>Advisor</b> | v Board | Recomme | ndation: |
|----------------|---------|---------|----------|
|----------------|---------|---------|----------|

N/A

#### **Financial Information:**

| Source of     |   | Amount Estimated Amount \$40,000 | A   | Approved                               |         |
|---------------|---|----------------------------------|---|--|---------|
| Funds:        | <ol> <li>(4) 3 (1) 3 (2) 3 (2) 3 (2) 3 (3) 3 (3) 3 (3)</li> </ol> |                                  | \$40,000<br>Account No.                               | Building Department<br>011.1510.000343 | <u></u> |
| $\alpha$      | 2   | \$25,000                         | Estimated Amount used.<br>Account No. 011.1510.000343 |  |         |
| 44            | 3   |                                  |   |  |         |
|               | 4   |                                  |   |  |         |
| Finance Dept. | Total   | \$65,000                         |   |  |         |

City Clerk's Office Legislative Tracking:

Gus Lopez Ext. 6641

Sign-Offs:

| Department Director | Assistant City Manager | City Manager |
|---------------------|------------------------|--------------|
| PA:                 | CMC:                   | JMG: June    |

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AGENDA ITEM <u>C2D</u>

DATE 7-28-04

## CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139 www.miamibeachfl.gov



Date: July 28, 2004

#### **COMMISSION MEMORANDUM**

To: Mayor David Dermer and

Members of the City Commission

From:

Jorge M. Gonzalez

City Manager

Subject:

REQUEST FOR APPROVAL TO AWARD CONTRACTS AS FOLLOWS: 1) ADVANCED DATA SOLUTIONS, INC., FOR THE CONVERSION OF MICROFILMING DOCUMENTS TO IMAGING; 2) INTERNATIONAL DATA DEPOSITORY INC., FOR THE CONVERSION OF FOLIO CARDS AND ALL OTHER DOCUMENTS TO IMAGING; AND 3) APPLIED DIGITAL PROGRAMMING TECHNOLOGIES INC., FOR THE MICROFILMING OF BUILDING PLANS, PURSUANT TO INVITATION TO BID NO. 20-02/03, CITYWIDE MICROFILMING AND IMAGING SERVICES FOR VARIOUS DEPARTMENTS IN THE CITY OF MIAMI BEACH AND THE BUILDING DEPARTMENT IN AN ESTIMATED INITIAL ANNUAL AMOUNT OF \$65,000.

## ADMINISTRATION RECOMMENDATION

Approve the Award for Contracts.

### **FUNDING**

\$65,000 Building Department (Microfilming of Plans) Account No.

011.1510.000.343

All other services will be acquired on as needed basis subject to review and approval of the Office of Management and Budget.

#### **ANALYSIS**

The purpose of Invitation to Bid No. 20-02/03 (the "Bid") is to establish contracts with qualified, responsible vendors to provide microfilming and imaging services to the City to include but not limited to pick-up and delivery of documents to be microfilmed and imaged.

The Bid was issued on February 6, 2003, with an opening date of March 5, 2003. A pre-bid conference was held on February 19, 2003. Bid notices were issued to 50 prospective bidders, which resulted in the receipt of the following bids:

- 1) Applied Digital Programming Technologies Inc. (ADPT);
- 2) International Data Depository Inc. (IDD);
- 3) Advanced Data Solutions, Inc. (ADS); and
- 4) Lason Systems, Inc.

The term of contract shall be for two (2) years from the time of award by the Mayor and City Commission, with an option to renew for an additional two (2) one year periods if mutually agreed upon.

The Building Department has a need for microfilming the building plans. Building Department has also estimated an initial total cost of \$65,000 annually to have all the plans microfilmed. All other services such as the conversion of microfilming Documents to Imaging, conversion of Folio Cards and all other documents to Imaging fundings will be made available from various department budgets, subject to OMB approval.

The City of Miami Beach is opting not to award a contract to LASON System Inc. as a result of lack of responsiveness and responsibility to the Building Department with previous projects.

The Building Department encountered the following problems when they used LASON on their projects:

- 1. Bad service and business practice.
- 2. Inconsistency with the quality of microfilmed plans.
- 3. Indexing of microfilm rolls requirement where not met.
- 4. Overall project goals not met.

As a result of aforementioned problems, the Building Department spent several weeks making corrections to all the returned documents from LASON System Inc.

Additionally, Mr. Ray Farach of the Neighborhood Health Partnership informed the Procurement Division of some of the problems they experienced with LASON System Inc. Problems such as the level of service was not flexible, LASON System Inc. was not responsive to their needs and request from LASON System Inc. for price increase.

Attached is the tabulation sheet of Bid No. 20-02/03.

## **CONCLUSION**

The Administration recommends that the contracts be awarded to: 1) Advanced Data Solutions, Inc., for the conversion of microfilming documents to imaging; 2) International Data Depository Inc., for the conversion of folio cards and all other documents to imaging; and 3) Applied Digital Programming Technologies Inc., for the microfilming of Building plans, pursuant to Invitation to Bid No.20-02/03, Citywide Microfilming and Imaging Services for various departments in the City of Miami Beach, the Building Department estimated an initial annual amount of \$65,000.

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# Tabulation Sheet for Bid No.20-02/03 MICROFILM TABULATION

|  | 0.4                                   | ADS        | IDD      | Lason       |            | ADPT     |             |  |
|--|---------------------------------------|------------|----------|-------------|------------|----------|-------------|--|
| Cost per Image<br>(Building Plans)             | Qyt.<br>Est. No. of<br>15,000<br>plan | N/A        | N/A      | \$0.40ea    | \$6,000.00 | \$0.42ea | \$6,300.00  |  |
| Cost per single image                          | Est. No. of<br>40,000<br>pages        | N/A        | N/A      | \$0.15ea    | \$6,000.00 | \$0.16ea | \$8,000.00  |  |
| Cost per double image                          | Est. No. of<br>10,000<br>pages        | N/A        | N/A      | \$0.20ea    | \$2,000.00 | \$0.19ea | \$1,900.00  |  |
| Cost to convert microfilm documents to imaging | Est. No. of<br>85,000<br>documents    | *\$0.05ea  | \$0.08ea | \$0.09ea    | \$7,650.00 | \$0.18ea | \$15,300.00 |  |
| Delivery                                       |                                       | 30 days    | 30 days  | N/A         |            |          | N/A         |  |
| Grand Total                                    |                                       | \$4,250.00 | \$6,800  | \$21,650.00 |            | \$31     | \$31,500.00 |  |

<sup>\*</sup>Price does not include indexing or completion of images into multi-pages tif files. ADS anticipate these costs not to exceed a 25% increase.

<sup>\*\*\*</sup>IDD will charge \$0.11 to image folio cards.

## ITB 20-02/03 IMAGING TABULATION SHEET

|                             | Qyt.                               | ADS<br>Qyt. |            | **IDD                       | *Lason*     |            | ADPT     |            |
|-----------------------------|------------------------------------|-------------|------------|-----------------------------|-------------|------------|----------|------------|
|                             |                                    |             |            |                             |             |            |          |            |
| Cost per single image       | Est. No.<br>of<br>100,000<br>pages | \$0.09ea    | \$9,000.00 | \$0.09/\$0.08<br>\$8,500.00 | \$0.095ea   | \$9,500.00 | \$0.26ea | \$26,00.00 |
| Cost per<br>double<br>image | Est. No.<br>of<br>50,000<br>pages  | \$0.09ea    | \$4,500.00 | \$0.09/\$0.08<br>\$4,250.00 | \$0.052ea   | \$2,600.00 | \$0.08ea | \$4,000.00 |
| Delivery<br>days            |                                    | 10days      |            |                             |             |            |          |            |
| Grand Total                 |                                    | \$13,500.00 |            | \$12,750.00                 | \$12,100.00 |            | \$30,000 |            |
|                             |                                    |             |            |                             | <u> </u>    |            |          |            |

<sup>\*</sup>Lason method includes the indexing of the name and social security number only.

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<sup>\*\*</sup>IDD provided cost of Active record at \$0.09 and cost for In-active record for \$0.08 Average total cost \$12,750.00